

ATTACHMENT “J”

QAPP Outline

Project Management

Cover/Title/Approval Sheet

Table of Contents (apply document control number after TOC)

Distribution List (to keep track of who has what revision)

Project/Task Organization (organizational chart)

Problem Definition/Background (why are we doing this project?)

Project/Task Description (summarizes decision to be made, work to be performed, schedules, maps with locations, and the outputs resulting from this work – completely answer previous question)

Quality Objectives and Criteria (this describes Quality from the level of the decision and/or study question (QA) to the controls for the measurements used to support the decision or study question (QC)). PARCC + Bias

Special Training/Certification (describe training or certifications that insures successful completion of required tasks - includes subcontractors)

Documents & Records (What is the report format for this project? How will the decision or recommendation be presented to DEQ? Summarize the documentation that will occur throughout the project so that the decision is defensible. Also, if there are changes to the project (e.g., QAPP) along the way, how will these changes be communicated to all parties?)

Data Generation and Acquisition

Sampling Process Design (Within the DQO process this is “definition of the study’s boundaries”.)

Sampling Methods (Description of sample/data collection procedures, Equipment list, performance requirements identified, corrective actions required for problems)

Sample Handling and Custody (Description of sample handling requirements: Chain-of-custody, sample containers and preservatives, holding times, etc.)

Analytical Methods (could include chemistry, habitat, biology or a model)

Quality Control (Distinguish between field QC, laboratory QC, and calibration of models. How do these relate to project goals?)

Instrument/Equipment

- Testing, Inspection, and Maintenance (part of method or SOP)
- Calibration & Frequency (part of method or SOP)

Inspection/Acceptance of Supplies and Consumables (I don’t know if we need this section unless we want to require a checklist for receiving supplies and logging reagents. Ask Randy if we have ever done anything of this nature before proceeding.)

Data Management (This builds upon the documentation and records section in the previous section. Reference and provide examples of forms

and checklists used in the field. Discussion of data handling procedures to detect errors and correct them).

Assessment & Oversight

Assessments and Response Actions (There should be procedures to survey individual components of the project as well as the project as a whole to keep the project on track. This allows for corrective actions to occur continuously and for issues problematic to the original decision to be considered. This becomes extremely important in iterative or phased projects.)

Reports to Management (Frequency and distribution of reports to inform management (Bureau or otherwise) of the project's status.)

Data Validation and Usability (Criteria for deciding to accept, reject, or otherwise qualify project data in an objective and consistent manner.)

Data Review, Verification and Validation (criteria)

Verification and Validation Methods (methods or SOPs)

Reconciliation with user requirements (evaluation of certainty - How data limitations should be communicated to users so that they understand the decision they are making and associated risks.)

References

Terms & Definitions